

## ENVIRONMENTAL SERVICES SPECIALIST

**POSITION SUMMARY:** Performs technical and skilled work in the monitoring of industries that are users of the Wastewater Treatment System and performs technical or skilled work in field testing and sampling of various sites in the drinking water distribution system. This position is responsible for maintaining records, preparing reports, and performing work related to City ordinance and regulatory compliance. This position may be responsible for supervising and training employees in a lower classification as well as seasonal and part-time staff and contractors.

**SUPERVISION RECEIVED:** Work is performed under the general supervision of the Environmental Services Supervisor or designee.

**ESSENTIAL JOB FUNCTIONS:** *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Takes grab or composite samples at various locations within the Clean Water Plant and at industrial discharge sites.
2. Performs field testing and acquires drinking water samples from the water distribution system.
3. Responds to abnormal slugs of wastewater and takes appropriate action to correct as necessary.
4. Maintains and cleans equipment, tools and vehicles.
5. Reads sanitary sewer blueprints.
6. Tests samples of water and wastewater in the field and in the laboratory.
7. Contacts industrial personnel for sampling points and splitting samples.
8. Keeps records of sampling schedules and locations.
9. Receives requests and complaints from the public, investigates and follows up on corrective action and ensures that replies are provided.
10. Reviews City Ordinance and Federal and State Law governing use of the sanitary sewer.
11. Performs routine laboratory tests.
12. Prepares information for records and reports including documentation of activities.
13. Detects and repairs defects in equipment.
14. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a*

*disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- An Associate's Degree in biological, chemical or environmental sciences or related field and a minimum of two years experience in environmental services, industrial or related plant laboratory work. An equivalent combination of education, training and experience may substitute for the degree requirement. Coursework in chemistry and bacteriology is preferred.
- Reasonable work experience in the operation, maintenance and repair of samplers and related equipment.
- Communicates effectively and presents ideas orally and in writing for varied audiences.
- Possesses a high degree of mechanical aptitude.
- Possesses knowledge of standard laboratory principles, techniques, terminology, equipment and materials.
- Possesses knowledge of the principles and practices of chemical and bacteriological testing.
- Demonstrates skill in the use of computers and software programs including Microsoft Office and programs related to scheduling and database management, and possesses the ability to learn other programs as required.
- Ability to follow established procedures for performing tests.
- Ability to maintain accurate records of tests and prepare reports, charts, and statistical analyses based upon tests.
- Demonstrates skill in using laboratory testing equipment and ability to perform technical work with a high degree of accuracy.
- Possesses thorough knowledge of the methods, materials and equipment used in wastewater treatment operation.
- Reasonable knowledge of the water distribution system, wastewater collection system and operation of both systems
- Possesses a valid Michigan motor vehicle operator's permit.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of up to 80 pounds, including manhole covers. Bending and

stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works in the field and occasionally in a business office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very strenuous and may involve working with hazardous materials and require the donning of appropriate protective gear. The employee may be exposed to uncontrollable environments and circumstances, which may include working in confined spaces, at various heights and in all types of weather conditions. The employee is required to drive in inclement weather.

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